

To allow Dr. Castleberry to serve as a reference you need to do three things:

1. Provide the following information:

Course(s) you took from me	Semester you took that course

Date you graduated (or hope to graduate): _____

Your email address: _____

2. I need you to give me a current copy of your resume (electronic copy is fine).

3. You must sign the following legal release:

I hereby grant Dr. Castleberry the right to release any and all information about myself and my performance as a student to anyone who calls, writes, emails or communicates in any other format to Dr. Castleberry asking for reference information about me. I understand this information includes but is not limited to my grades, the level and quality of my participation in group projects, my class attendance and proper preparation, my attitude, the respect shown to class members and others, my oral and written presentation skills, and the level of initiative I have demonstrated. I understand that much of this will be a subjective appraisal. I waive my rights to review any and all evaluations provided by Dr. Castleberry and forever release Dr. Castleberry from any liability that might result from such evaluations on his part.

Date _____ Your name (printed) _____

Your signature _____

You can scan this and send it back as an email or mail it back to me. Here is my contact information:

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As soon as I get all of the above, I'll send you an email letting you know that I will serve as a reference. Thanks!